

**MINUTES
BOARD OF DIRECTORS
MEDINA COUNTY HOSPITAL DISTRICT**

August 22, 2022

TIME AND PLACE:

The Medina County Hospital District Board of Directors met in regular session on Monday, August 22, 2022 at 6:30 p.m. at the Medina Regional Hospital Boardroom, 3100 Avenue E, Hondo, Texas.

PRESENT:

Tim Hardt, President
William "Bill" Bain, Director
Tony Johnson, Secretary
Dr. Carlton "Corky" E. Young, Vice President
Zachary Windrow, MD, Director
Judy Winkler, Director

Janice Simons, Chief Executive Officer
Kevin Frosch, Chief Financial Officer
Billie Bell, Chief Nursing Officer
Randi Davis, Executive Administrative Assistant

ABSENT:

Lori Krieger, Director
Marc Strode, Methodist Healthcare System

**1. CALL TO ORDER
AND RECORD OF
ATTENDANCE**

Mr. Hardt called the meeting of the Medina County Hospital District Board of Directors to order at 6:30 p.m. He stated for the record that the Board of Directors has seven members with six members being present at that time and representing a quorum.

2. PUBLIC COMMENT

There were no members of the public present.

CONSENT AGENDA

**3. CONSIDER
APPROVAL OF
MINUTES**

**A. Regular session
July 25, 2022**

The Minutes from the Regular Board Meeting of July 25, 2022 were approved as presented in the Board Packet.

**4. CONSIDER
APPROVAL OF CNO
REPORT**

Ms. Bell began by announcing that Amanda Zavala, the current Infection Preventionist at MHS, will be serving in the Interim term as the Labor and Delivery Director while MHS recruits a full-time replacement for Monica Lesley who resigned last month. Amanda has many years of experience in obstetrics roles and Ms. Bell hopes to recruit her on a full-time basis.

Ms. Bell reviewed trends in the MHS agency usage. Although agency utilization continues to exceed budget, the total spent in July was down 21% from June and was the lowest since December 2021.

Ms. Bell reviewed the fall prevention campaign at Medina Regional Hospital and announced that

the staff recently celebrated a tremendous achievement of 165 days without an inpatient fall which is approaching the longest streak ever of no fall days. Ms. Bell commended the Medical/Surgical staff members on their continue hard work and noted that this is the result of consistent adherence to fall precautions and diligent patient rounding.

Finally, Ms. Bell announced that Medina Healthcare System, in partnership with Southwest Texas Junior College Hondo Campus, has sponsored a local student in the upcoming Patient Care Technician (PCT) Course offered at SWTJC. The student has already agreed to apply and work for at least one year at Medina Regional Hospital following completion of the course. The PCT Program provides students with the academic and working knowledge to become nationally certified in Medical Assistant, Phlebotomy, and Electrocardiogram, each of which would benefit the nursing staff up on the floor.

5. **CONSIDER APPROVAL OF RURAL HEALTH CLINICS REPORT**

Mr. Frosch reported that Castroville saw volumes lower than budget for the reporting period, but the Hondo and Devine Clinic volumes were well above budget for the month. Hondo reported a loss of \$20.9K for the month, Devine reported a gain of \$25.8K, and Castroville reported a loss of \$13.4K for the month. There were a total of 4,612 clinic visits for the month of July, including telemedicine appointments, which was greater than the budgeted amount of 4,208 visits. Gross revenue was 5.1% above budget. Net revenue for the period was a \$8.5K loss, and expenses were \$88.2K below budget.

6. **CONSIDER MEDICAL STAFF REPORT**

Dr. Windrow stated that the clinics have been extremely busy overall and still seeing patients with COVID. Dr. Windrow noted that the staffing situation was improving as administration has been able to fill several open clinical, scheduling, and office staff positions. Ms. Simons added that Dr. Welch, neonatologist with Methodist, will be coming on Friday to provide physician education at the weekly provider meeting.

MOTION

Mr. Bain made a motion to approve the Consent Agenda. Dr. Young seconded.

VOTE

The motion passed unanimously.

7. **CONSIDER PUBLIC CORRESPONDENCE REPORT**

Mr. Johnson presented the public correspondence report for the month of August. There were 17 total questionnaires returned from patients. There was 1 negative comment received for the month regarding the telephone system but had no identifying details that could be followed up on. Many of the written comments received were directed at the Rehabilitation Department, and there were several positive comments regarding the cleanliness of the hospital.

MOTION

Dr. Young made a motion to approve the Public Correspondence Report as presented. Ms. Winkler seconded.

VOTE

The motion passed unanimously.

8. **CONSIDER CHIEF EXECUTIVE OFFICER'S REPORT**

Ms. Simons provided updates on Growth within Medina Healthcare System. Administration selected RVK, an architectural firm, for the remodel of the existing Castroville Clinic space. A meeting was held on July 26th with the lead architect. The schematics for the project were posted on the MHS website on August 15th and were in the local newspapers the weeks of August 15-19 and 22-25. Bids will be accepted September 9-12th and will be opened on September 13th to select the general contractor.

Ms. Simons reviewed several ongoing staffing updates. Amanda Rothe, Diabetes Educator and

Registered Dietician for MHS, successfully completed the renewal process for her Diabetes Educator Certification for another 5 years. The renewal of the Diabetes Program will occur in October. Tracy Kennedy, RN, has accepted the position of Case Manager/Swingbed Coordinator and began on August 15th. Tracy has worked with MHS as an agency nurse since November 2021. Finally, the clinic management has been restructured. Cassandra Watson will serve as the new Hondo Clinic Manager, and Pamela Bracewell will take over as the Clinic Manager at the Devine Clinic.

Ms. Simons discussed several quality and service items from the last several weeks. As of August 15th, MHS officially hit 168 days with no falls, breaking the previous record of 151 days. Ms. Simons also noted that the Comprehensive Hospital Increase Reimbursement Program (CHIRP) and Rural Access to Primary and Preventive Services (RAPPS) Program reporting was accepted following submission by MHS Quality Director Andrea Casas. The Meditech Kickoff meeting was held on August 2nd to officially begin the implementation of the new Electronic Health Record (EHR) System. Over the next few months, many more meetings will take place to prepare staff for the switch. Ms. Simons announced that the Texas Postpartum Medicaid Coverage request was not approved by CMS. Hospital administration has begun the process of preparing for a workshop on Strategic Planning for the Board. Ms. Simons also gave a brief update on the COVID-19 pandemic.

Finally, Ms. Simons reviewed previous and upcoming community events. Medina Regional Hospital sponsored and attended the Hondo and Castroville New Chamber Luncheons, as well as the Hondo Back to School Wellness Fair. A Service Awards Reception was hosted to honor the employees who have worked for MHS for 5, 10, 20, 25, 40, and 45 years. Lastly, new signage for hospital officers have been placed throughout the facilities, as well as upgrades to the MRH website.

MOTION

Ms. Winkler made a motion to approve the CEO report as presented in the Board packets. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**9. CONSIDER
FINANCIAL REPORT**

**A. Consider
approval of the
July 2022
Financial
Report**

Dr. Young asked if any of the Board members had lingering questions or concerns from the Finance Committee Meeting. There were no changes to the report presented in the board packet.

MOTION

Dr. Young made a motion to approve the Financial Report for July 2022 as presented during the Finance Committee meeting. Mr. Johnson seconded.

VOTE

The motion passed unanimously.

**10. REVIEW, APPROVE,
AND RECORD VOTE
ON TAX PROPOSAL**

Mr. Frosch presented and discussed the no-new revenue and voter approval rates. There were changes to the terminology and calculations in the 2020 year, which Mr. Frosch reviewed with the Board members as a brief reminder. What was previously known as the effective rate is now the No-New-Tax Rate; what was previously known as the rollback rate is now the Voter-Approval rate. Another change was the requirements for public hearings. The Board is only required to have one public hearing as of the 2020 fiscal year, and the rate can be approved at that hearing. The 2021 adopted rate was 0.0984. The 2022 No-New Tax Rate is 0.0862, and the 2022 Voter-Approval Rate is 0.0937. The Media Tax District Maximum rate would be 0.1000, which would initiate the need for an election. To avoid requiring the election, Mr. Frosch and administration recommended that

the Board adopt a new rate of 0.0937 for the upcoming fiscal year. After the initial proposal at tonight's meeting, the Board will need to hold a formal public hearing to allow Medina County citizens to make comments on the proposed rate. Ms. Simons reviewed the tax calendar for the hospital, and the public hearing was set for September 12th, 2022 at 12:00pm in the hospital Boardroom. The Board will have a chance to approve the tax rate at that meeting if so desired.

Mr. Frosch asked if any Board members had any additional questions regarding the proposed tax rate of 0.0937 or any of the calculations.

MOTION

Mr. Bain made a motion to propose a new tax rate of 0.0937 for the upcoming fiscal year as recommended by Mr. Frosch and hospital administration. Mr. Johnson seconded the motion.

Mr. Hardt voted yes. Dr. Young voted yes. Mr. Bain voted yes. Ms. Winkler voted yes. Dr. Windrow voted yes. Mr. Johnson voted yes. Lori Krieger was absent.

VOTE

The motion passed unanimously.

11. REVIEW, CONSIDER, AND APPROVE MEDINA COUNTY HOSPITAL DISTRICT INVESTMENT STRATEGIES

Mr. Frosch stated that the Board had specifically requested this item at the last Board meeting in July, to ensure that MHS is using the best investment strategies possible. Mr. Frosch consulted with experts at FORVIS (formerly BKD), who recommended that MHS stick with the current strategies of CDs and interest-bearing cash. The other options for investment are investment pools. Per the consultation with FORVIS consultants, Mr. Frosch and hospital administration recommends staying with the current investment strategies already in place.

MOTION

Mr. Bain made a motion to approve the recommendation to stick with the Medina Healthcare System current investment strategies as presented in the Board Packet. Dr. Young seconded.

VOTE

The motion passed unanimously.

12. REVIEW, CONSIDER, AND APPROVE LABORATORY DEPARTMENT EMPLOYEE RATE INCREASES

Ms. Simons reviewed the rate increases. This proposed increase will affect the following Laboratory positions: Medical Technologist, Medical Lab Technologist, and Phlebotomist. Fourteen employees would be affected by the increase, with a total cost of approximately \$55K. The average increase per employee is \$2.66/hour. The effective date for the increase would be 09/11/2022.

MOTION

Dr. Young made a motion to approve the Laboratory Department Employee Rate Increases as presented in the Board packet. Dr. Windrow seconded.

VOTE

The motion passed unanimously.

13. REVIEW, CONSIDER, AND APPROVE RURAL HEALTH CLINIC DEPARTMENT EMPLOYEE RATE INCREASES

Ms. Simons reviewed the rate increases. This proposed increase will affect the following Clinic positions: Front Office Receptionist, Medical Assistants, and Schedulers. Thirty employees would be affected by the increase, with a total cost of approximately \$90K. The average increase per employee is \$1.50/hour. The effective date for the increase would be 10/09/2022.

MOTION

Mr. Bain made a motion to approve the Rural Health Clinic Department Employee Rate Increases as presented in the Board packet. Ms. Winkler seconded

VOTE

The motion passed unanimously.

14. EXECUTIVE SESSION

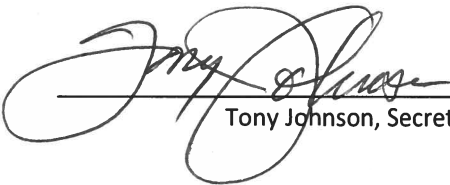
The Board of Directors of Medina Regional Hospital District did not go into Closed Session, this date of August 22, 2022.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:29 p.m.



Tim Hardt, President



Tony Johnson, Secretary

